




STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
JULY 2004
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	HOURLY RANGE	MONTHLY RANGE	ANNUAL RANGE
Children’s Services Program Manager (G)	79204	\$17.35 - \$27.43	\$2819 - \$4457	\$33,828 - \$53,484
Commercial Vehicle Enforcement Lieutenant (C)	36973	\$17.33 - \$25.75	\$3004 - \$4464	\$36,048 - \$53,568
Commercial Vehicle Enforcement Officer (D)	36971	--	--	--
Commercial Vehicle Enforcement Sergeant (C)	36972	\$16.09 - \$23.91	\$2789 - \$4145	\$33,468 - \$49,740
Consumer Protection Assistant Director (F,G)	79154	\$17.35 - \$27.43	\$2819 - \$4457	\$33,828 - \$53,484
Field Supervisor 1 (G)	79681	\$15.24 - \$24.36	\$2477 - \$3959	\$29,724 - \$47,508
Health Services & Development Assistant Executive Director (E) (Formerly Health Facilities Assistant Executive Director)	72333	\$18.87 - \$29.96	\$3066 - \$4869	\$36,792 - \$58,428
Human Services Program Coordinator (G)	79693	\$15.90 - \$25.28	\$2584 - \$4108	\$31,008 - \$49,296
Human Services Program Supervisor (G)	79683	\$18.14 - \$28.66	\$2948 - \$4658	\$35,376 - \$55,896
THP Lieutenant (C)	38633	\$19.38 - \$28.81	\$3360 - \$4993	\$40,320 - \$59,916
THP Sergeant (C)	38632	\$17.06 - \$25.35	\$2957 - \$4394	\$35,484 - \$52,728
Veteran’s Benefits Representative 3 (G)	79105	\$12.90 - \$20.62	\$2097 - \$3350	\$25,164 - \$40,200

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective.
 - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective.
 - C - Register was ABOLISHED effective July 1, 2004. New register establishment date to be announced.
 - D - Job classification will be ABOLISHED effective July 1, 2004. Active applicants on the register were consolidated with the Trooper career service register.
 - E - Job classification will have a TITLE CHANGE effective July 28, 2004.
 - F - Job classification will have a change in SALARY effective July 28, 2004 .
 - G - Job classification will be converting from CAREER SERVICE to CAREER SERVICE and EXECUTIVE SERVICE effective July 28, 2004.
 - H - Job classification will have a change of Probationary Period from 6 months to 1 year.
 - I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
 - J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
 - K - Job classification will be converting from CAREER SERVICE and EXECUTIVE SERVICE to EXECUTIVE SERVICE effective. Register will be abolished.
 - L - Monthly classification announcement correction. Job classifications converted from daily to program status effective.
 - M - A new NON-COMPETITIVE job classification will be ESTABLISHED effective.



Tennessee Department of Personnel, Authorization #319177, November, 2003. This public document was promulgated at a cost of \$.07 per copy 15 copies.
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POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination.

ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED. Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

CHILDREN’ SERVICES PROGRAM MANAGER

SUMMARY: Under general supervision, is responsible for Children’s Services program policy and procedure development work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class acts as the first full supervisor responsible for policy and procedure development in an assigned program area, or acts as an area consultant for assigned field staff in the program area. This class differs from that of Children’s Services Program Coordinator in that an incumbent of the latter acts as a lead policy writer for the program policy and procedure development or acts as the Commissioner’s designee in Children Protective Services custody determinations. This class differs from those in the Children’s Services Program Director sub-series in that incumbents of the latter direct policy and procedure development for a specific program or several small programs and supervise employees in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to five years of professional work in one or a combination of the following: counseling or case management services, or program evaluation of counseling or case management services, two years of which must include children’s and/or juvenile services program evaluation.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in social work, criminal justice, psychology, sociology, human services, and/or child development may substitute for the required experience on a year-for-year basis to a maximum of two years, there being no substitution for the required two years of children’s services program evaluation (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Experience equivalent to two years in one or a combination of the following: Children’s Services Program Specialist or Children’s Services Program Coordinator with the State of Tennessee.

Necessary Special Qualifications: 1) A valid vehicle operator’s license may be required for employment in some positions. (2) Applicants for this class must have no conviction of a felony. (3) Applicants must be willing to be fingerprinted and must have their fingerprints on file with the Department of Children’s Services (TCA 71-3-533). (4) Applicants must authorize release on any investigative and criminal records obtained by the Federal Bureau of Investigation to the Department of Children’s Services (TCA 38-6-114; TCA 71-3-533).

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

COMMERCIAL VEHICLE ENFORCEMENT LIEUTENANT

SUMMARY: Under general supervision, is responsible for supervisory commercial vehicle regulatory/law enforcement work of considerable difficulty, and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class either supervises all shifts at a weight/inspection facility or all road patrol activities for multiple commercial vehicle enforcement districts. This class differs from Commercial Vehicle Enforcement Sergeant in that an incumbent of the latter functions as either a shift supervisor at a weight enforcement inspection facility, a supervisor of all road patrol activities within a commercial vehicle enforcement district, or a transportation investigator for a commercial vehicle enforcement district. This class differs from Commercial Vehicle Enforcement Captain in that an incumbent of the latter manages all enforcement operations, functions, activities, services, and personnel in a commercial vehicle enforcement division.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from an accredited two-year college or technical institute with a major in criminal justice, police administration, or closely related field and substantial (five or more years) of increasingly responsible commercial motor vehicle regulatory work, including at least two years of supervisory commercial vehicle regulatory experience; qualifying full-time commercial motor vehicle regulatory experience may be substituted for the required education on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: Possession of a valid motor vehicle operator's license is required.

EXAMINATION METHOD: Written Test, 50%, and Oral interview, 50%, for Career Service positions.

COMMERCIAL VEHICLE ENFORCEMENT SERGEANT

SUMMARY: Under general supervision, is responsible for supervisory commercial vehicle regulatory/law enforcement work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class functions as either a shift supervisor at a weight enforcement/inspection facility, a supervisor of all road patrol activities within a commercial vehicle enforcement district, or a transportation investigator for a commercial vehicle enforcement district. This class differs from Commercial Vehicle Enforcement Officer in that an incumbent of the latter performs commercial vehicle regulatory/law enforcement work. This class differs from Commercial Vehicle Enforcement Lieutenant in that an incumbent of the latter supervises either all shifts at a weight/inspection facility or all road patrol activities for multiple commercial vehicle enforcement districts.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and substantial (five or more years of) responsible commercial motor vehicle regulatory experience; graduation from an accredited two-year college or technical institute with a major in criminal justice, police administration or closely related field may be substituted for the required experience on a year-for-year basis.

Necessary Special Qualifications: Possession of a valid motor vehicle operator's license is required.

EXAMINATION METHOD: Written Test, 50%, and Oral Interview, 50%, for Career Service positions.

CONSUMER PROTECTION ASSISTANT DIRECTOR

SUMMARY: Under general supervision, is responsible for professional managerial consumer protection work of average difficulty in assisting in directing the state consumer protection program; and performs related work as required.

DISTINGUISHING FEATURES: The employee in this class assists in the directing and supervising of a statewide consumer protection program and subordinate staff. This class differs from Consumer Protection Director in that the incumbent of the latter directs a statewide consumer protection program. This class differs from that of Consumer Protection Specialist 2 in that an incumbent of the latter functions at the working level.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of full-time work in the investigation of consumer issues.

Substitution of Experience for Education: Qualifying experience in journalism; investigation of criminal activities, legal statutes or business services; customer service related to complaint resolution or sales; or development of adult instructional programs may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one of a combination of the above listed fields may substitute for one of the required education).

OR

Graduation from an accredited college or university with a master’s degree in business administration, marketing and research, or related business field; consumer studies, or pubic administration and three years of experience in investigation of consumer issues.

Necessary Special Qualifications: A valid vehicle operator’s license may be required for employment in some positions.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service positions.

FIELD SUPERVISOR 1

SUMMARY: Under general supervision, is responsible for professional field supervisory work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises a small staff providing professional social or vocational rehabilitation counseling services, or determining clients' eligibility for social services monetary benefits. This class differs from Field Supervisor 2 in that an incumbent of the latter supervises a moderate-sized vocational rehabilitation counseling, instructional, training center or residential support staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional social services work.

Substitution of Graduate Course Work for Experience: Additional graduate course work credit received from an accredited college or university in any social and/or behavioral science may substitute for the required experience on a month-for-month basis, to a maximum of two year (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

OR

Three years of professional social services work with the State of Tennessee.

Necessary Special Qualifications: None

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service Positions.

HEALTH SERVICES & DEVELOPMENT ASSISTANT EXECUTIVE DIRECTOR

SUMMARY: Under general supervision, is responsible for professional administrative work of average difficulty by assisting in directing the operations of the Health Facilities Commission; and performs related work as required.

DISTINGUISHING FEATURES: The incumbent of this class is responsible for assisting the director in administration of the State Certificate of Need program to ensure that the health care provided in Tennessee is balanced with need, economically feasible, and contributes to the orderly development of health care on a statewide basis. The incumbent supervises a small number of staff and receives supervision from the Health Facilities Director.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in public, business, or health administration or other related acceptable field and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional public administration or health program administration; qualifying full-time professional experience in public or business administration or health related program administration may be substituted for the required education on a year-for-year basis to a maximum of four years; additional graduate coursework in public, business, or health administration or other related acceptable field may be substituted for the required experience on a year-for-year basis, to a maximum of two years.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

HUMAN SERVICES PROGRAM COORDINATOR

SUMMARY: Under general supervision, is responsible for human services program evaluation, coordination, and consultative work of considerable difficulty and/or program policy and procedure development work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for specific program coordination, evaluation, and monitoring to assure programs and contracts are being administered in accordance with all pertinent policy and procedures or acting as the lead policy writer for a program. This class differs from that of Human Services Program Specialist in that an incumbent of the latter evaluates program delivery or interprets policy and procedures for subordinate staff and may receive technical assistance from an employee in this class. This class differs from that of Human Services Program Manager in that an incumbent of the latter supervises policy and procedure development. This class differs from that of Human Services Program Supervisor in that an incumbent of the latter supervises Human Services Field Supervisors.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time professional work in one or a combination of the following: social services, human services, education, auditing, accounting, and/or social services grant coordination. At least two years of this experience must have been in human services program evaluation.

Substitution of Graduate Education for Experience: Graduate course work from an accredited college or university in any liberal arts field, including but not limited to social sciences, mathematics, or statistics; education; and/or business may be substituted for the required experience, on a year-for-year basis, to a maximum of two years, there being no substitution for the required two years of specialized experience.

OR

Experience equivalent to one year of human services field supervision or human services program evaluation work with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service Positions.

HUMAN SERVICES PROGRAM SUPERVISOR

SUMMARY: Under general supervision, is responsible for professional human services program supervisory work of considerable difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class supervises a staff of Human Services Field Supervisors and their subordinate counselors in carrying out the social services, family assistance or vocational rehabilitation programs in a geographical area of the state. This class differs from Human Services Field Supervisor 1 & 2 in that incumbents of the latter supervise vocational rehabilitation counseling, instructional training centers, family assistance, adult protective services, administrative review, or residential support staff. This class differs from Human Services District Director in that incumbents of the latter direct all family assistance or social services operations, activities and programs in a district and supervise incumbents in this class.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full- professional work in one or a combination of the following: social services, human services, education, auditing, accounting, and/or social services grant coordination. At least three years of this experience must have been in human services program evaluation.

Substitution of Graduate Education for Experience: Graduate course work from an accredited college or university in any liberal arts field, including but not limited to social sciences, mathematics, or statistics; education; and/or business may be substituted for the required experience, on a year-for-year basis, to a maximum of two years, there being no substitution for the required three years of specialized experience.

OR

Experience equivalent to two years of human services field supervision or human services program evaluation work with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service Positions.

THP LIEUTENANT

SUMMARY: Under general supervision, is responsible for supervisory highway patrol work of considerable difficulty or is assigned to perform considerably difficult highway patrol-related staff work; and performs related work as required.

DISTINGUISHING FEATURES: This is the second supervisory class in the Highway Patrol sub-series. An employee in this class is responsible for acting as shift supervisor for a relatively small decentralized staff, performing public assistance, public protection, crime prevention, law enforcement, defendant prosecution, and related highway patrol work in a large geographical segment of a highway patrol district, or under changing shift conditions, frequently is responsible for shift supervision of all highway patrol operations in a district, or is assigned to perform considerably difficult highway patrol related staff work. This class differs from THP Sergeant in that an incumbent of the latter performs in the first supervisory class responsible for a small segment of the highway patrol district. This class differs from that of THP Captain in that an incumbent of the latter performs in the first highway patrol managerial class, responsible for managing all highway patrol operations in a district.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited two-year college or technical institute with a major in criminal justice, police administration, or closely related field and substantial (five or more years of) increasingly responsible highway patrol experience, including at least two years as a Highway Patrol Sergeant; qualifying full-time highway patrol experience may be substituted for the required education on a year-for-year basis to a maximum of two years.

Necessary Special Qualifications: A valid vehicle operator’s license may be required for employment in some positions; if assigned to flight duty, must possess an applicable commercial pilot's license; physical condition such as will assure the efficient performance of the duties of the position.

EXAMINATION METHOD: Written Test, 50%, and Oral Interview, 50%, for Career Service positions.

THP SERGEANT

SUMMARY: Under general supervision, is responsible for supervisory highway patrol work of average difficulty or is assigned to perform highway patrol-related staff work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: This is the first supervisory class in the Highway Patrol sub-series. An employee in this class is responsible for daily supervision of a relatively small staff performing public assistance, public protection, crime prevention, law enforcement, defendant prosecution, and related highway patrol work in a relatively small geographical segment of a district or is assigned to perform highway patrol-related staff work of average difficulty. This class differs from that of Trooper in that an incumbent of the latter performs in a entry-working capacity. This class differs from THP Lieutenant in that an incumbent of the latter performs as shift supervisor, responsible for a large geographical segment of a highway patrol district, or under changing shift conditions may be responsible for all highway patrol operations in a district.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) responsible highway patrol work; graduation from an accredited two-year college or technical institute with a major in criminal justice, police administration or closely related field may be substituted for the required experience on a year-for-year basis to a maximum of two years.

Necessary Special Qualifications: A valid vehicle operator’s license may be required for employment in some positions; if assigned to flight duty, must possess an applicable commercial pilot's license; physical condition such as will assure the efficient performance of the duties of the position.

EXAMINATION METHOD: Written Test, 50%, and Oral Interview, 50%, for Career Service positions.

VETERAN'S BENEFITS REPRESENTATIVE 3

SUMMARY: Under direction, performs professional veteran's benefits representation work of considerable difficulty and related work as required.

DISTINGUISHING FEATURES: An incumbent of this class manages a district office. Characteristic of this assignment is the supervision of a small staff of professional and/or sub-professional employees. This class differs from that of Veteran's Benefits Representative 2 in that an incumbent of the latter performs work of lesser responsibility, scope, and impact.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited four-year college or university with a bachelor's degree and experience equivalent to two years of full-time professional veteran's benefits experience; qualifying full-time professional experience or military service at the rank of E-5 or higher may be substituted for the required education, on a year-for-year basis.

Necessary Special Qualifications: A valid vehicle operator’s license may be required for employment in some positions. Applicant must be honorably discharged from one of the branches of the armed services of the United States and must be accredited by the General Counsel of the Veteran's Administration.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions. Determined by appointing authority for Executive Service Positions.